



# Richmond Public Library Board

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## Library Board Meeting Minutes July 27, 2016

- PRESENT:** Gail Zwirner, David Lydiard, David Ballard, Daisy Weaver, Barbara Burton, Kevin Butterfield, Danita Green, Tanya Francis, Laura Drewry; City Attorney
- LIBRARY STAFF:** Scott Firestine, Clay Dishon, Cheryl Clarke, Karin Hansen, Adam Zimmerli
- ABSENT:** Larry Olanrewaju, Charlie Schmidt; Friends of RPL President

Called to order by Gail Zwirner, at 12:11 p.m. at the Broad Rock Branch.

Minutes from the June 22, 2016 meeting along with the current agenda and pending donation list were approved with the following correction Governance: Mr. Butterfield and Mr. Lydiard will serve as the nominating committee for Board office appointments. Ms. Zwirner made a motion to amend, Mr. Lydiard seconded the motion and it was unanimously carried.

<b>Public Comment Period</b>	None were present
<b>REPORTS</b>	
<b>Friends of the Library</b>	<b>No report.</b>
<b>Library Foundation</b>	<b>Ms. Hansen:</b> Ms. Hansen: distributed Foundation contact list and upcoming meeting dates. Board members are invited to attend if they are interested. The Foundation and Friends are working together re-evaluating the mini-grant process. Mary Morton Parsons grant match has raised \$20,000 of the \$100,000 match. Kelly Kyle was the lead donor to contribute to the effort.
<b>Administration</b>	<b>Mr. Firestine:</b> Mr. Firestine: Met with Mr. Olanrewaju to discuss the library's financial plan/outlook. Funded vacancies are being filled in order to maintain Sunday hours at Broad Rock. The City's hiring freeze is expected to continue through December 2016. We have received exemptions to fill 4 vacancies; 2 have been advertised. A goal is to have 6.5 FTEs at each branch for FY18. That goal will allow RPL to return to previous service levels of Expanded hours at Belmont and Westover Hills are supporting West End's closing for construction but we suspect that we are losing patrons to Chesterfield and Henrico.
<b>BOARD COMMITTEE REPORTS</b>	
<b>Chairman</b>	<b>Ms. Zwirner:</b> Ms. Zwirner: shared that there will be a meeting at the North Avenue Branch on the evening of July 27 to discuss matters related to open carry in the library. Ms. Green was asked by Councilman Hilbert to attend the meeting and speak on the topic.
<b>Finance</b>	<b>Mr. Firestine:</b> Cost saving solutions for FY17 were discussed in response to the operational and materials cuts the library received in City funding. Mr. Firestine explained that there is a lack of savings in the personnel due to the FTE vs. PTE situation at RPL. Mr. Lydiard inquired about the Law Library funds and Erate. The City has hired a new Finance Director and is hopeful to present a CAFR and begin to reverse the negative direction of the City and Library budget.
<b>Facilities</b>	<b>Ms. Zwirner:</b> discussed moving forward with Phase 2 of the Master Facilities Plan, which focuses on the Main Library. There is a need to address space, technology and collections and focus efforts on better achieving the library mission and strategy as detailed in the 5 year strategic plan. Ms. Zwirner distributed a list of possible tax credits if the Library applied for modern building status. It was suggested a meeting be held with City Officials regarding repairs needed at the Main Library given the EOC is now housed there.

<b>Governance</b>	<p><b>Mr. Lydiard:</b> Mr. Lydiard: reported that he and Mr. Butterfield were tasked with soliciting officer candidates by the board. A slate of officers was presented, Ms. Zwirner as the Chair, and Ms. Green as the Vice Chair. There were no nominations from the floor. Ms. Zwirner and Ms. Green each shared their credentials. There were no questions for either candidate.</p> <p><i>Motion made by Mr. Ballard to accept and elect the slate as presented. Ms. Weaver seconded the motion and it was unanimously approved.</i></p> <p>Board members were asked to email Ms. Zwirner committee preferences (Finance, Facilities, and Governance). Board representatives are also needed for the Foundation and Friends of Library.</p>
<b>UNFINISHED BUSINESS</b>	
<b>Website</b>	<p>Mr. Zimmerli shared a PowerPoint describing the current state of the website and the issues the new site will address. The Board congratulated staff for the work improving the site.</p>
<b>NEW BUSINESS</b>	
<b>Withdrawal of eReader Policy</b>	<p>Mr. Firestine discussed the rationale for removal of policy 5.7 (eReaders policy).</p> <p><i>Motion by Ms. Weaver to remove policy 5.7 (eReaders policy). Mr. Ballard seconded the motion and it was unanimously approved.</i></p>
<b>Change of Meeting Time</b>	<p>Effective September 28, 2016 Board meetings will start at 11:45 a.m. instead of noon.</p>

*There being no further business the meeting was adjourned at 12:17 p.m.  
The next meeting will be held on Wednesday, September 28<sup>th</sup> at 11:45 a.m. at the Belmont Branch*

Recorder: Clayton D. Dishon Jr.

Approved: \_\_\_\_\_  
Ms. Zwirner, Chair